

Brennan School of Business Policies on Academic Integrity

Academic Integrity

Students who matriculate in the Brennan School of Business must conduct themselves in accordance with the highest standards of academic honesty and integrity. Failure to maintain academic integrity will not be tolerated. The following definitions are provided for understanding and clarity.

Academic Dishonesty

Student plagiarism is the deliberate presentation of the writing or thinking of another as the student's own. In written or oral work a student may make fair use of quotations, ideas, images, etc., that appear in others' work only if the student gives appropriate credit to the original authors, thinkers, owners or creators of that work. This includes material found on the Internet and in electronic databases.

- Inappropriate attribution of sources.
 - Use of quotation marks, but failure to provide a citation for the material.
 - Providing a citation for material, but failure to use quotation marks for material that appears in others' work. Please note, quotation marks are used when three or more consecutive words are taken directly from others' work. Exceptions are made for commonly used phrases such as "triple bottom line" or "corporate social responsibility". When in doubt, be safe and use quotation marks.
- Paraphrasing others' work without providing a citation to that work.
 - Paraphrasing is presenting others' ideas or thoughts but doing so entirely in one's own words. Attribution must always be given in a citation at the end of the paragraph, even if the name of the author/s is included in the body of the text.
- Direct plagiarism
 - This entails using others' material word-for-word and presenting it as one's own work without any indication that the words are those of another.
 - Simply changing one or two words or phrases does not materially change the character of this form of plagiarism, which is the most serious.

Cheating entails the use of unauthorized or prohibited aids in accomplishing assigned academic tasks. Obtaining unauthorized help on examinations, using prohibited notes on closed-note examinations, and depending on others for the writing of essays or the creation of other assigned work are all forms of cheating.

Academic dishonesty may also include other acts intended to misrepresent the authorship of academic work or to undermine the integrity of the classroom or of grades assigned for academic work. Deliberate acts threatening the integrity of library materials or the smooth operation of laboratories are among possible acts of academic dishonesty.

Sanctions for Violation of Academic Integrity

If an instructor determines that a student has violated the academic integrity policy, the instructor may choose to impose a sanction, ranging from refusal to accept a work product, to a grade of "F" for

the assignment, to a grade of "F" for the course. When a sanction has been imposed, the instructor will inform the student in writing. The instructor must also inform the student that she/he has the right to appeal this sanction and refer the student to the academic appeals process described below. The dean may impose additional sanctions, including but not limited to suspension or expulsion from the university.

Academic Appeals Process

Any disagreement with regard to academic procedures, including cases of alleged violation of academic integrity policies and final grades, should first be raised with the instructor. If this does not settle the disagreement to the student's satisfaction, the matter should be taken up with the dean of the Brennan School of Business. If the issue is still not resolved, the student has the right to present the issue in writing to the Curriculum Committee of the Brennan School of Business, which is composed of all full-time faculty members. To do this, the student must provide a written statement of the issue to the dean, who will then place it on the agenda for the Curriculum Committee to review. A written response will be sent directly to the individual presenting the appeal. All appeals must be made before the last day of the semester following the term in which the disputed issue arose.